



Training Opportunity

Course Title:	<i>Advanced Army Writing</i>
Date(s)/Time:	September 15, 2004 / 8:00 A.M. – 4:00 P.M.
Location:	Special Operations Academic Facility, Ft Bragg, NC
Tuition:	USASOC & USAJFKSWCS employees are centrally funded. Tuition for all others is \$48 each.
Vendor:	Ronald Cuny, Ed.D., Chaplain Corps, Commander, USN (Retired)
Course Manager:	Linda Burnette, Civilian Human Resources Agency, South Central Region, 256.842.6617 (DSN 788); FAX 256.876.3627 (DSN 746) mailto:linda.p.burnette@us.army.mil
Cancellation Policy	Registrations &/or cancellations must be made directly with the course manager on or before September 7, 2004 . Registering or cancelling via a local training registration system does not satisfy this requirement.

Who Should Attend:

Any civilian Army employee who attended the prerequisite workshop, Basics of Army Writing, September 14, 2004, & has a need to further develop his/her writing skills.

Course Description:

This second session focuses on the step-by-step process used to produce a sound paper that clearly and succinctly fulfills the task and meets the suspense. Learn examination methods & practical exercises (including assessment tools) that participants can use to instruct others on the basics of Army writing.

opics include:

- Clearly stating the bottom line (the thesis for a paper);
- Developing ideas to support the bottom line;
- Developing an organization pattern for the paper & conducting research;
- Preparing, reviewing, revising the first draft; and
- Proofing the final draft

Registration Information:

Registration Deadline: September 7, 2004

Follow your organization's procedures for securing approval to attend this program. To obtain space in this program, submit a completed [payment authorization sheet](#) to the course manager by the registration deadline.

Additional Information:

- Individuals requiring special accommodations must notify the course manager at the time of registration.
- Participants are excused from portions of any training program that they feel conflicts with their religious beliefs or creates high levels of emotional response or psychological stress.
- Participants are required to complete a course roster & program evaluation at the class.